

CLASS TITLE:

**SUPERVISOR,
FAMILY SUPPORT AND
DOMESTIC RELATIONS UNIT**

Class Code: 02577400

Pay Grade: 29A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and be responsible for the operations of the Family Support and Domestic Relations Unit in the Public Assistance Program in the Division of Community Services; to plan, coordinate, assign, supervise and review the work of a legal, investigative and clerical staff engaged in the areas of nonsupport, fraud, overpayment, legal assistance and domestic relations problems; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Public Assistance Administrator with considerable latitude for the exercise of independent judgement in the application of the methods, practices and techniques used in the performance of work; work is subject to review usually upon completion for conformance to laws, policies, rules and regulations, and the solution of unusual problems.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of a legal, social investigative and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, assign, supervise and review the work of the staff of the Family Support and Domestic Relations Unit in the Public Assistance Program in the Division of Community Services engaged in the recording and investigation of certain public assistance cases for the purpose of facilitating payments due in the areas of nonsupport, fraud, and overpayment, and in providing legal assistance, in an advisory capacity, in analyzing and evaluating domestic relations problems presented by public assistance recipients.

To be responsible for reviewing referrals from the District Offices and to develop a planned program to obtain delinquent support contributions to ADC families by deserting parents who are recipients of public assistance payments.

To be responsible for planning and directing a program of social field investigations to locate deserting parents for purpose of effecting a reconciliation and to secure support payments.

To be responsible for a program of social field investigations to determine suspected fraud under the provisions of the Public Assistance Program and to refer to staff attorney for prosecution when warranted.

To be responsible, administratively, for coordinating the activities of this unit, and the Public Assistance Business Administration Collection Office in the collection of overpayments of public assistance funds or in the collection of monies due where restitution of funds has been ordered by a court of law.

To consult with the Public Assistance Administrator and the Assistant Director of Community Services in the formulation of policies and procedures relating to the Family Support and Domestic Relations Unit; to assist them in the preparation of proposed legislation and in the examination and drafting of amendments of existing statutes pertinent to public assistance programs.

To be responsible for recommending legal action against public assistance recipients who violate the law in defrauding the state by failure to report any income.

To assign the work of staff attorneys to establish a court calendar in unity with the Family Court.

To be responsible for the flow and progress of the work of the respective units, and to develop and implement procedures that provide adequate checks on the accuracy of the work while in process.

To be responsible for preparing accurate and informative reports of the results of the social field investigator's activities; and also be responsible for the collection, compilation, analysis and presentation of statistical and financial reports outlining the unit's caseload progress and results.

To work closely with the Family Court Administrator and others for the purpose of expediting the handling of nonsupport cases; and to work closely with district courts for the purpose of expediting the handling of fraud cases.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the State Reciprocal Enforcement of Support Act; a familiarity with the provisions of the Public Assistance Act as related to the support of children and parents and the ability to interpret and apply such provisions; a working knowledge of investigative practices and techniques and the ability to apply such knowledge effectively in directing a program of social field investigations to locate deserting parents and children to effect reconciliation and to secure support payments; the ability to coordinate the unit's services with the Business Services Unit of the Division of Public Assistance in the collection of nonsupport payments, overpayments, and in the restitution of funds received through fraudulent public assistance claims; the ability to plan, coordinate, assign, supervise and review the work of staff members and to evaluate the effectiveness of their performance; the ability to prepare clear and concise written reports; the ability to establish and maintain effective working relationships with superiors, staff members, the public, and with representatives of other state departments or of the courts; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing supplemented by courses in public or business administration; and

Experience: Such as may have been gained through: employment in a responsible capacity in private industry, or in a governmental agency supervising the making of investigations for the purpose of ascertaining liability for the payment of monies due, including cases of overpayment and of fraud, and requiring the application of judgement in evaluating findings to secure payments and the making of determinations for the necessity of initiating legal action for recovery.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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